



## County of Bland, Virginia

## Job Description

**JOB TITLE:** Receptionist/Secretary

**DEPARTMENT:** County Administration

**FLSA STATUS:** Non Exempt

---

### SUMMARY OF JOB

Performs routine to moderately complex secretarial, clerical and accounting duties for departments under the County Administrator as well as for the Board of Supervisors. The Secretary is under the direct supervision of the Director of Finance.

### JOB CONTENT

Serves as the office receptionist; receives screens and routes telephone calls; greets visitors; picks-up and routes mail to the appropriate staff member and/or departments. Maintains computerized database for mailing addresses, phone numbers and the Bland County Manual. Maintains the County Administration's office filing system and secure storage records as per Library of VA guidelines. Performs general clerical and word processing duties as directed by the Director of Finance. Maintains appointment as notary public and notarizes documents as necessary. Responsible for changes to marquees in courthouse and bulletin boards. Responsible for collection of disclosure forms. Maintains office supplies. Ensures on a daily basis that all office equipment and the phone, computer services and other office technology are in proper working order.

Assists the general public with request for information and/or ordinances pertaining to programs/services overseen by the County Administrator's office, schedules appointments, reservations, meeting and events. Assists the County Administrator in the preparation of the agenda & board packets for the Board of Supervisor's meetings, and any other responsibility or initiative of the County Administrator. Assists as necessary with Board of Supervisors monthly meeting minutes recordation. Prepares Board of Supervisors minutes indexing. Assists with accounts payable and purchase order, contracts & etc. duties as necessary. Assists with distribution of building permit applications and water/sewer applications as necessary. Assists with provision of emergency services as necessary. Prepares quarterly postage machine reports and seasonal cannery reports. Takes active role in the continuous improvement relative to office operations. Performs additional duties not specifically described in this job description as designated by the County Administrator.

### EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High school graduate with a combination of post-high school education in secretarial, accounting and/or bookkeeping or relative experience

*Last Revised: October 09, 2014*